



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Thursday 14th October 2021 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
23/21	<p><u>Present and apologies</u></p> <p>Matt Ball, Chair (MB), Ian Johnson, Headteacher (IJ), Lauren Gascoyne (LG), Laura Martin (LM).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received. All present.</p>	
24/21	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared. Governors were also reminded to sign the Governorhub confirmations. BW to check.</p>	BW
25/21	<p><u>Review of Membership</u></p> <p>Election of Chair and Vice Chair for Resources Committee –</p> <p>Governors unanimously voted that MB continue as Chair and LG as Vice Chair.</p> <p>LM is attending Resources meetings until a new governor is recruited with the skills to join this committee.</p>	Agreed
26/21	<p><u>Resources Committee Terms of Reference</u></p> <p>Chair to sign on behalf of the committee members.</p> <p>No changes had been made to this document but closer inspection found that some of it was now dated. MB to communicate with other Governors and bring to the agenda at the next meeting.</p> <p>LG asked what the 'Governor of the Month' is that is referred to in the TOR. IJ explained that a Duty Governor was identified each month who would deal with anything that came up in school requiring Governor presence. This was done on a rota basis but had not taken place for some time. A full review will take place.</p>	MB
27/21	<p><u>Review of minutes from Resources meeting 24 June 2021</u></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p>The minutes were accepted by all Governors as a true record of the meeting. They will be virtually signed and dated by the Chair on Governorhub.</p>	Accepted

28/21	<p><u>Matters arising</u></p> <p>No outstanding items from these minutes.</p>	
29/21	<p><u>Governor Training for 2021-22</u></p> <p>All Governors had identified their financial management competencies and completed a matrix. LG said that she is looking at her knowledge gaps and undertaking online training where possible. It was a steep learning curve. MB asked IJ if there was anything specific that Governors should focus on to strengthen the committee. It was noted that NJ had strong financial skills that the Board will miss now that her term of office has ended. Governors to look at the resources available for training. IJ said that amongst Governors generally, there is a knowledge gap for HR issues. This, and financial skills, to be focussed on during recruitment.</p>	All
30/21	<p><u>Policies/Documents for Ratification</u></p> <p>None circulated.</p>	
31/21	<p><u>Headteacher's Staffing/Personnel Update</u></p> <p>See separate confidential minute.</p>	
32/21	<p><u>Premises/Health and Safety</u></p> <ul style="list-style-type: none"> • Site Manager/Headteacher reports • YMD Boon Planned Preventative Maintenance Survey • YMD Maintenance Schedule • Health and Safety audit update <p>IJ informed Governors that he has recently bought into a 3 visit package from YMD Boon. The most recent fire audit was on 29 September 2021 when the fire door issue was shut down.</p> <p>More pressing is the fire escape from Bromley House. Fire drill advice has always been to wait upstairs for help. As a result of the survey, there needs to be an update on the Fire Evacuation Plan. Various items of equipment have been purchased to improve evacuation.</p> <p>An issue has arisen now that there is a deaf member of staff who will need to be alerted to a fire alarm. IJ has received a quote for a pager and has contacted the Royal School for Deaf to implement this.</p> <p>There has been no further progress with the coping stone issue. LM to write a letter on behalf of the Governors. The quote for the boundary wall has now expired so IJ is getting a new one.</p> <p>IJ has also received a quote for electric gates at the front to be attached to the car park entrance. A buzzer will be required for the gates to be opened which will provide an extra layer of security. IJ is going ahead with the quote that he has received.</p> <p>MB asked about the repairs highlighted by YMD Boon. IJ said that it is difficult to predict surplus funds at this time of year. He will have a more accurate idea of the financial position closer to the end of year. The suggestions by YMD Boon are not statutory but just guidance. IJ said that one thing that arose in the report was the carpet tiles in classrooms. They have now been removed downstairs and could be removed from upstairs too. MB asked what about a new fire escape. IJ said that school would have to pay for it and if necessary they will.</p>	LM

33/21	<p><u>Finance</u></p> <p><u>SFVS sign off</u></p> <p>See separate confidential minute.</p>	
34/21	<p><u>Determination of Confidentiality of business</u></p> <p>Staffing Finance</p>	
35/21	<p><u>What difference has this meeting made to our pupils?</u></p> <p>Discussion of health and safety issues has ensured that the children are in a safe environment to learn. Ensured that money is being spent to provide a safe and secure environment.</p>	
36/21	<p><u>Dates of next meetings –</u></p> <p>Resources 20 January 2022 at 5pm (Teams) Curriculum 21 October 2021 at 5pm (Teams) FGB 25 November 2021 at 5.30pm (in School)</p> <p><i>All Meeting Dates for 2021-22 on Governorhub</i></p>	

The meeting ended at 5.50 pm

Signed _____ Dated _____